Government of
Saskatchewan

# Annual Report
# 1984-85

## Saskatchewan
## Justice

# Table of Contents


LETTERS OF TRANSMITTAL ..... 5

ORGANIZATIONAL CHART ..... 6

DEPUTY MINISTERS INTRODUCTION ..... 7

I PUBLIC PROSECUTIONS BRANCH ..... 10

II LEGAL SERVICES DIVISION ..... 11
- General ..... 11
- Civil Law Branch ..... 11
- Constitutional Branch ..... 11
- Legislative Services Section ..... 12

III JUSTICE SERVICES DIVISION ..... 13
- COURTS ..... 13
  - General ..... 13
  - Court Services ..... 13
  - Court of Appeal ..... 14
  - The Court of Queen's Bench ..... 14
  - The Surrogate Court ..... 15
  - The Unified Family Court ..... 15
  - The Provincial Court of Saskatchewan ..... 16
- CORONERS' BRANCH ..... 16
- POLICING BRANCH ..... 17
  - Provincial Policing Services ..... 17
  - Indian Special Constable Progam ..... 18
  - Firearms Control Provision — Criminal Code ..... 18
  - The Private Investigators and Security Guards Act ..... 18
- PROPERTY REGISTRATION BRANCH ..... 19
  - Land Titles System ..... 19
  - Personal Property Registry ..... 20
- OFFICE OF THE PUBLIC TRUSTEE ..... 20
  - General ..... 20
  - Property of Mentally Incompetent Persons ..... 21
  - Property of Infants ..... 21

IV CORRECTIONS DIVISION ..... 22
- General ..... 22
- COMMUNITY OPERATIONS ..... 22
  - Adult Probation Services ..... 22
  - Fine Option Program ..... 23
  - Community Service Order Program ..... 23
  - Restitution Program ..... 23
  - Bail Verification and Supervision Program ..... 24
  - Impaired Drivers Treatment Progam ..... 24
  - Volunteers in Probation ..... 24
  - Attendance Centres ..... 24
  - Grants to Non-Government Agencies ..... 24
- INSTITUTIONAL OPERATIONS ..... 24
  - Administrative Early Release Program ..... 24
  - Provincial Correctional Centres ..... 25
  - Community Correctional Centres ..... 25
  - Community-Training Residence ..... 26
  - Correctional Camps ..... 26
- HIGHLIGHTS ..... 27

V **MANAGEMENT SERVICES DIVISION** ..... 28
- ADMINISTRATIVE SERVICES BRANCH ..... 28
- HUMAN RESOURCES BRANCH ..... 28
  - Administrative Highlights ..... 29
  - Training Highlights ..... 29
- SYSTEMS BRANCH ..... 30
- POLICY, PLANNING AND EVALUATION BRANCH ..... 30
- COMMUNICATIONS BRANCH ..... 31

# List of Tables

1. Comparative Statistics — Public Prosecutions ..... 10
2. Caseload Statistics — Court of Appeal ..... 14
3. Caseload Statistics — Court of Queen's Bench ..... 15
4. Caseload Statistics — Surrogate Court ..... 15
5. Caseload Statistics — Unified Family Court ..... 15
6. Caseload Statistics — Provincial Court of Saskatchewan ..... 16
7. 1984 Saskatchewan Death Statistics ..... 17
8. Criminal Offences in Areas Policed by R.C.M.P. (1982-1984) ..... 18
9. Comparative Statistics — Registration of Land Titles ..... 19
10. Comparative Statistics — Personal Property Registry ..... 20
11. Comparative Statistics — Office of The Public Trustee ..... 21
12. Caseload Statistics — Community Operations (1980/81 to 1984/85) ..... 22
13. Fine Option Statistics — 1980/81 to 1984/85 ..... 23
14. Community Service Order Program Statistics ..... 23
15. Restitution Program Statistics ..... 23
16. Community-Training Residence Program Statistics 1979/80 to 1983/84 ..... 26
17. New Admissions — 1984-85 ..... 26
18. New Sentenced Admissions by Age Group, 1984-85 ..... 27
19. New Sentenced Admissions by Major Offence Group 1984-85 ..... 27
20. Comparative Statistics on Staffing Actions — Human Resources Branch ..... 29

# List of Figures

1. Allocation of Departmental Budget, 1984-85 ..... 9
2. Allocation of Human Resources, 1984-85 ..... 9
3. Saskatchewan Prison Population ..... 25

# Letters of Transmittal

October 1, 1985

The Honourable F. W. Johnson,
Lieutenant Governor,
Province of Saskatchewan,
Regina, Saskatchewan.

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of the Saskatchewan Department of Justice for the year ending March 31, 1985.

Respectfully submitted,

The Honourable J. Gary Lane, Q.C.,
Minister of Justice
and Attorney General

October 1, 1985.

The Honourable J. Gary Lane, Q.C.,
Minister of Justice
and Attorney General,
Province of Saskatchewan,
Regina, Saskatchewan.

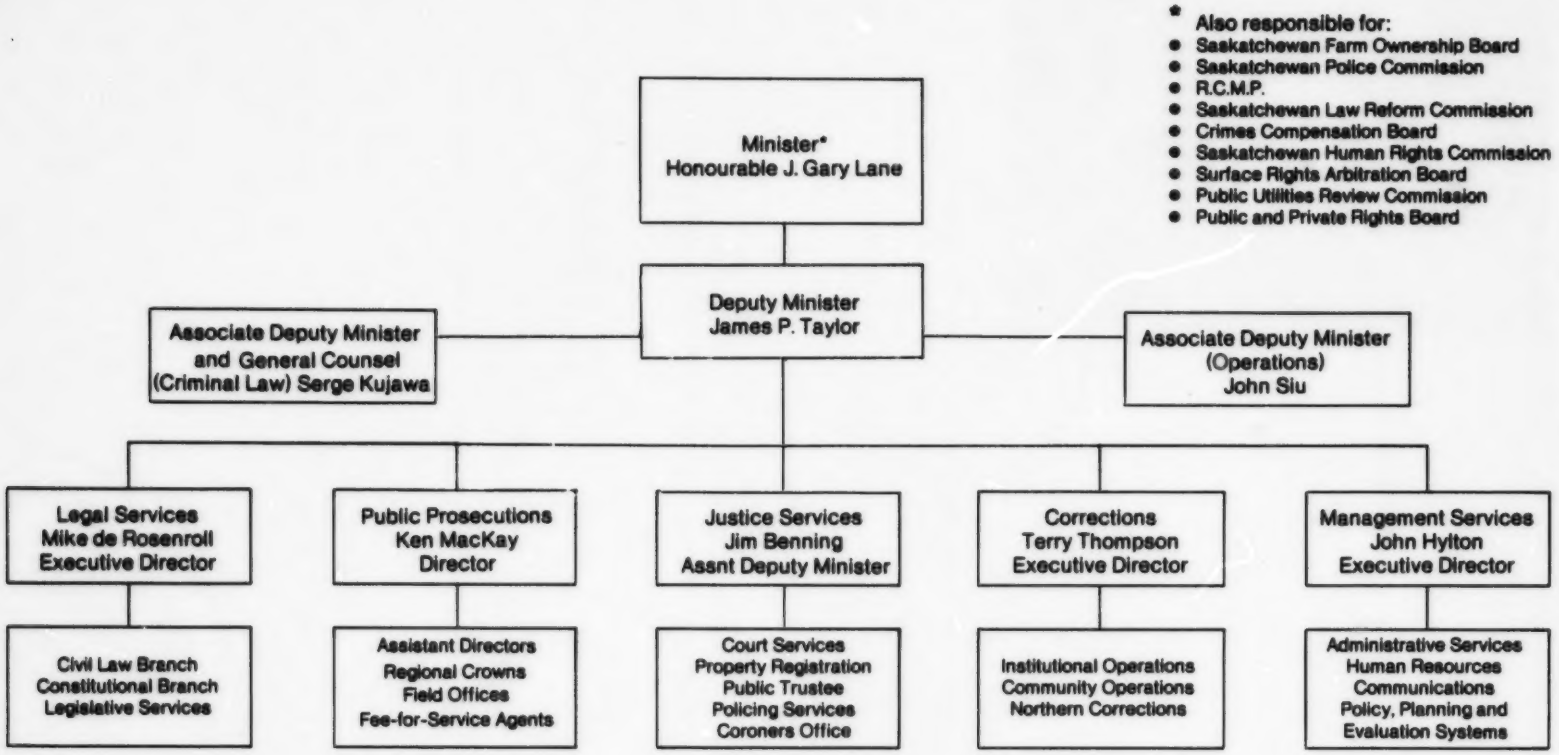
Dear Mr. Lane:

I have the honour to submit for your consideration the Annual Report of the Saskatchewan Department of Justice for the year ending March 31, 1985.

Respectfully,

James P. Taylor
Deputy Minister of Justice
and Deputy Attorney General

# Organizational Chart



# Deputy Minister's Introduction

The Department of Justice was established on May 1, 1983, as part of a government-wide reorganization of functions and responsibilities. The primary goal of these organizational changes, (which included the consolidation in one department of the functions of the former Attorney General's Department, the Provincial Adult Corrections Service, and the constitutional affairs function of the former Department of Intergovernmental Affairs) was to achieve improved co-ordination and increased efficiency in the delivery of provincial justice services.

By the terms of **The Department of Justice Act**, the Minister of Justice is **ex officio** the Attorney General and, in that capacity, continues to have the constitutional and legal responsibilities traditionally associated with that historic office. Certain of those responsibilities relate to his special role in Cabinet and for that purpose the Minister is described as the legal member of the Executive Council. He is the legal advisor to the Crown. Among his duties are:

(a) ensuring that the administration of public affairs is in accordance with the law;

(b) superintending all matters connected with the administration of justice in Saskatchewan that are within the constitutional jurisdiction of the Province; and

(c) providing legal advice to the Government of Saskatchewan and conducting all litigation for or against the Crown.

The mandate of the Department includes providing for:

(a) policing, with respect to those laws which the Province is responsible for enforcing (this being done by the Royal Canadian Mounted Police under a contract between the Province and the Government of Canada);

(b) the prosecution of offences under the **Criminal Code** and provincial statutes, through the office of the Director of Public Prosecutions;

(c) court support services to the Court of Appeal, the Court of Queen's Bench and the Provincial Court of Saskatchewan and acting as a liaison between the courts and the Department of Supply and Services, with respect to the supply of court space;

(d) the provincial corrections system;

(e) the provincial coroners' system;

(f) the operation and management of the provincial land titles and personal property registration systems;

(g) the operation and management, through the office of the Public Trustee, of systems for the administration of estates of the mentally incompetent and minors; and

(h) legal advice to the Government and conducting all litigation for or against the Crown.

There are a number of agencies which report to the Minister, the budgets of which are required to be included within the budget of the department but which, owing to their independent statutory nature, are not managed by the Department. These include the Saskatchewan Human Rights Commission, the Saskatchewan Police Commission, and the Law Reform Commission of Saskatchewan.

The action taken to consolidate justice-related functions in one department was the first step in a modernization process which is now underway in the provincial justice service. This modernization process continued throughout the 1984-85 fiscal year with the implementation of a number of strategies to enhance productivity and efficiency in existing operations, and improvements in the range and quality of services. These measures have enabled the Department, in a time of fiscal restraint, to improve the level of service provided to traditional users — the courts, the Bar, the commercial sector, and other government departments — as well as to respond to newly identified needs and problems in society: crime victims, women, children and the elderly.

Improvements in productivity and efficiency of operations were brought about in 1984-85 primarily through the twin strategies of organizational development and automation.

Organizational changes detailed in the 1983-84 Annual Report included the assumption of responsibility for adult corrections and constitutional affairs, the creation of the Legal Services Division, the addition of an Associate Deputy Minister responsible for operations, the commencement of the development of a policy and planning function, and the consolidation of the administrative and legal responsibility for the Department's property registration system in one position. This process of organizational development was continued in 1984-85 with a number of additional changes:

- the establishment, effective April 1, 1984, of the Office of the Public Trustee, with responsibility for the functions formerly carried out by the Administrator of Estates and the Official Guardian in respect of property management for mentally incompetent persons and minors;
- a restructuring of the Court Services Branch into four distinct administrative units — Administrative Support, Court Operations, Registrar of Courts, and Sheriff Services — designed to provide uniform policy and direction to field offices from one central office location;
- the addition of a Communications function;
- the division of the Civil Law Branch into three operational sections in order to facilitate the delivery of legal services to the government;
- a major reorganization of the Department effective January, 1985, into five major divisions: Legal Services, Public Prosecutions, Corrections, Justice Services, and Management Services; the creation of two new divisions, Justice Services and Management Services, was intended to foster improved co-ordination of services provided to the public in the areas of court services, policing,

coroners, property registration and property management, and to enhance the delivery of support services to management.

These changes have resulted in improved efficiency and greater program effectiveness through a streamlining of operations and consolidation of related functions.

A second major thrust in 1984-85 took place in the area of automation, with the development of the following initiatives:

- ongoing work on the Justice Automated Information Network (J.A.I.N.) Project, expected to be fully implemented in January, 1986. This $1.1 million system will connect provincial court and prosecutors' offices and automate the functions of case and accused tracking through the court system, document preparation, court scheduling and financial management;
- automation of the Surrogate Court Registry to simplify searches in the central registry of letters probate and to speed up the processing of wills;
- changes to the court reporting system, involving expanded use of electronic equipment to record and transcribe court proceedings, resulting in cost savings and a reduction in turnaround time for obtaining transcripts; and
- the elimination of law stamps and establishment of deposit accounts for law firms in Local Court Registrars' offices.

In addition to the organizational and productivity initiatives already outlined, the Department was responsible for a number of other new initiatives in 1984-85. Highlights of the Department's activities during the year include:

- the opening of a new prosecution office in Melfort in the summer of 1984 and a two-member R.C.M.P. detachment at Fond du Lac in January 1985;
- the opening of new provincial court facilities at Wakaw, Yorkton and Preeceville and commencement of renovations to the court houses in Saskatoon and Yorkton;
- planning for the implementation of a new Family Law Section within the Legal Services Division and for an automated system of maintenance enforcement that will begin in the next fiscal year;
- the publication of a discussion paper on "Compliance of Saskatchewan Laws with the Canadian Charter of Rights and Freedoms", which formed the basis for omnibus legislation amending over sixty Saskatchewan statutes to conform to the Charter;
- participation in four joint studies with the federal government and the Federation of Saskatchewan Indian Nations designed to foster greater Indian involvement in the justice system;
- a major research project aimed at determining the scope of family violence in Saskatchewan and the effectiveness of the justice system's response to the problem;
- the successful implementation by Corrections Division of Administrative Early Release Programs that effectively held the 1984-85 prison population to the previous year's level;
- a continuation of the community corrections thrust, through increased use of community service order and restitution programs as alternatives to incarceration;
- considerable planning for the implementation of the **Young Offenders Act** and amendments to the **Criminal Code** dealing with drinking and driving; and
- participation in a pilot project to decentralize some of the staffing and classification functions formerly conducted by the Public Service Commission.

A number of personnel changes took place among the Department's managers during the course of the fiscal year:

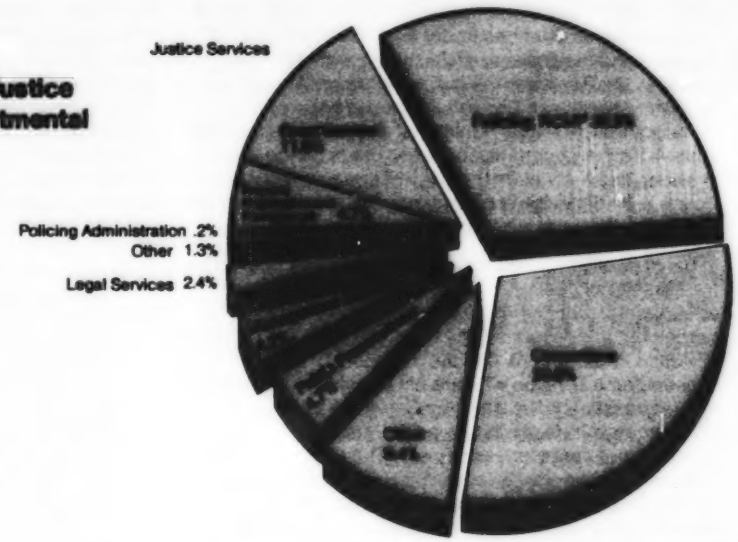
- my predecessor as Deputy, Dr. Richard Gosse, resigned at the end of the fiscal year. Dr. Gosse had served Saskatchewan with distinction for eight years. He is now the Inspector General of the Canadian Security Intelligence Service in Ottawa;
- with the departmental reorganization in January, 1985, Jim Benning became Assistant Deputy Minister, Justice Services and Dr. John Hylton became Executive Director, Management Services;
- Mary Ellen Wellach was appointed Public Trustee effective April 1, 1984;
- Gary Brandt was appointed Acting Executive Director of Court Services effective July, 1984; and
- Kathy Langlois was appointed Acting Director of Administrative Services effective July, 1984.
- Terry Youngman was appointed Director of the Saskatchewan Provincial Correctional Centre in July, 1984;
- Cathy Joyner was appointed Director of the Community Participation Section, Corrections Division in November, 1984.

Although more work remains to be done towards creating a Department of Justice that is fully modernized and truly responsive to the changing needs of Saskatchewan citizens in the eighties, the Department's accomplishments in 1984-85 were considerable and the ground work has been laid for even better service to the people of Saskatchewan in the future.

# Figure 1

**Saskatchewan Department of Justice**
**Percentage Allocation of Departmental Expenditures**

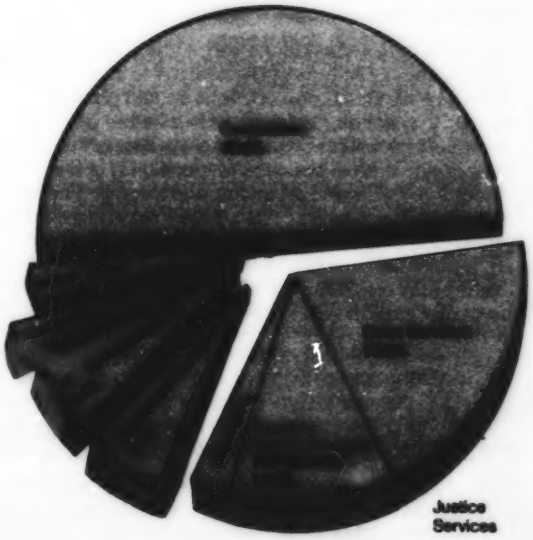
1984-85
(108.2 million dollars)




# Figure 2

**Saskatchewan Department of Justice**
**Percentage Allocation of Human Resources**

1984-85
(1,482.1 Person-Years*)




(*Source: 1984-85 Estimates)

# I Public Prosecutions Division

The principal duty of the Public Prosecutions Division is to prosecute all offences under the **Criminal Code of Canada** and the Statutes of Saskatchewan in all the courts in the Province and in the Supreme Court of Canada. As well, the Division advises the Minister of Justice and the Deputy Minister of Justice regarding the administration of criminal justice in the province. It also provides legal advice to the Royal Canadian Mounted Police in its provincial policing role and municipal police forces in relation to matters under investigation.

In his capacity as Attorney General for Saskatchewan the Minister of Justice is responsible for the administration of criminal justice in the Province. He carries out this responsibility in part through the Director of Public Prosecutions and the members of the Prosecutions Division who are his agents. In carrying out this responsibility, the Attorney General has constitutional independence, and in turn, his agents possess that same independence. Thus, members of the Public Prosecutions Division exercise wide discretionary powers within the field of criminal prosecutions: deciding whether or not to prosecute; instituting and stopping prosecutions; taking over the conduct of any criminal proceeding which has been privately commenced; advising the Attorney General whether or not to consent to a prosecution in cases where his formal consent is required. In court, as agents of the Attorney General, members of the Public Prosecutions Division, present the case for the Crown, and again there is a wide discretion to do so as they see fit; deciding what witnesses should be called, and what evidence is relevant, material and credible. The exercise of that discretion in the public interest requires lawyers with special skills, experience and judgment.

For some time in Saskatchewan, it has been the policy and practice of Attorneys General not to give directions as to how particular prosecutions should proceed. Rather, in practice, decisions as to whether particular prosecutions will proceed or be stayed, or with respect to their conduct, have been the responsibility of the Director of Public Prosecutions, and through him, agents of the Attorney General. The Director may be asked for a report on a particular matter by either the Attorney General or his Deputy. The Attorney General or his Deputy may give direction to the Director regarding a particular case in very exceptional circumstances.

Because of these wide discretionary powers, it has been said, and the Public Prosecutions Division constantly reminds its members, that a Crown Prosecutor must act as a Minister of Justice and as part of the court rather than as an advocate. Thus, in a trial, the Crown Prosecutor has a duty to offer all relevant evidence — for the accused as well as against him. While the Crown Prosecutor must vigorously strive to see that the course of justice is not thwarted, he or she must always do so with fairness, moderation and dignity. As Mr. Justice Rand in the Supreme Court of Canada stated in **Boucher v. The Queen, (1955) S.C.R. 16 at page 23:**

> It cannot be over-emphasized that the purpose of a criminal prosecution is not to obtain a conviction, it is to lay before a jury what the Crown considers to be credible evidence relevant to what is alleged to be a crime. Counsel have a duty to see that all available legal proof of the fact is presented, it should be done firmly and pressed to its legitimate strength but it must also be done fairly. The role of prosecutor excludes any notion of winning or losing; his function is a matter of public duty than which in civil life there can be none charged with greater personal responsibility. It is to be efficiently performed with an ingrained sense of the dignity, the seriousness and the justness of judicial proceedings.

The Public Prosecutions Division is comprised of 58 professional and 24 support staff. There are three Assistant Directors in the Branch (reporting to the Director) in charge of appeals, prosecution offices and administration. The Assistant Director of Administration also has responsibility for the prosecutions in the Traffic Safety Courts in Regina and Saskatoon. There are prosecution offices in Regina, North Battleford, Moose Jaw, Prince Albert, Saskatoon, Swift Current and Yorkton. The Prince Albert office has sub-offices in LaRonge and Melfort. The Assistant Director in charge of the prosecution offices also has responsibility for fee-for-service agents and the special prosecution unit which handles commercial crime cases.

In addition to the opening of new offices, in 1984/85 major initiatives have been taken in the area of family violence and child abuse. The Division is also involved in the ongoing development of the law having to do with the **Charter of Rights,** and **Young Offenders Act.**

**TABLE 1**
**COMPARATIVE STATISTICS — PUBLIC PROSECUTIONS**

| | 1983-84 | 1984-85 |
|---|---|---|
| Number of Prosecutions | 32,666 | 39,077 |
| — Crown Prosecutors | 24,285 | 29,491 |
| — Fee-For-Service Agents | 4,181 | 4,286 |
| — RCMP | 4,200 | 5,300 |
| Appeals (Sask. Court of Appeal) | 377 | 310 |
| Appeals/Applications (Supreme Court of Canada) | 10 | 10 |

# II Legal Services Division

- **General**

In addition to his other ministerial duties, the Minister of Justice participates in the activities of Cabinet in a professional capacity as a lawyer and as such, advises the Government of Saskatchewan concerning matters of civil and constitutional law. The Legal Services Division of the Department of Justice, in turn, provides general legal services on the Minister's behalf to all government departments and other agencies of the Provincial Crown, and counsel in matters of civil or constitutional litigation involving the Provincial Government.

The Legal Services Division, based in Regina, was formed during the 1983/84 fiscal year by consolidating the Civil Law Branch, the Constitutional Branch and the Legislative Services Section. The Executive Director of the Division, in consultation with the Divisional Management Committee, is responsible to the Deputy Minister for managing legal services to government and administering the resources that the Department makes available for that purpose. The formation of the Division has permitted a co-ordinated approach to the provision of legal services that is substantially more responsive than was previously possible to ongoing government requirements for legal advice, documentation and representation.

The members of the Division have made particular efforts over the fiscal year to ensure that basic legal services are available to client-agencies on a continuous and timely basis. Efforts have also been extended during the year to exploit the Division's potential for achieving rigorous standards of professionalism, cost effectiveness and efficiency. As a prime strategy in that regard, the managers of the Division have attempted to adapt for government purposes many of the productivity and technological developments that have been adopted, for similar reasons, by progressive law firms and corporate legal departments throughout the legal community.

- **The Civil Law Branch**

The Civil Law Branch is responsible for providing all civil legal services requested by the Minister of Justice or required by government departments and other client-agencies, except for those services specifically provided by the Constitutional Branch and the Legislative Services Section. As a consequence, the operations of the Branch are generally indistinguishable in nature and scope from those of any large law firm engaged in general practice. Crown Solicitors within the Civil Law Branch are called upon to undertake assignments ranging from major legal research and policy development projects, to the everyday legal tasks and meetings to which all practitioners must attend. In addition to preparing or advising upon a breadth of legal documentation, and counselling government officials with respect to relevant legal factors and procedures, the Branch's lawyers are frequently required to give opinions as to the precise scope and effect of provincial and federal legislation and, in co-operation with the Legislation Services Section, to assist in the development of draft bills, orders-in-council and regulations. The Branch is also engaged in an extensive civil litigation practice, with its Crown Solicitors appearing regularly before provincial or federal courts and tribunals.

Each Crown Solicitor within the Civil Law Branch is responsible for providing legal services to one or more departments or other client-agencies, and for ongoing liaison with the appropriate officials within those departments or agencies. Crown Solicitors with more extensive or particularized experience are available to their colleagues for consultation and assistance. As usual, during the fiscal year several members of the Civil Law Branch were also able to address meetings or join in seminars sponsored by various groups, organizations, and professional associations, both within and outside Saskatchewan, and to participate in the activities of national and interprovincial committees, working groups or conferences.

As a result of reorganization, the Civil Law Branch has been divided into three sections, with two sections responsible for general services and the remaining section responsible for the carriage or supervision of civil litigation. In addition, in recognition of the Department's heightened involvement in, and emphasis upon matters of family law, plans were laid during the fiscal year to establish a new section within the Civil Law Branch which will provide advice and other services with respect to family law matters. The new Family Law Section will assume responsibility for a continuing review of pertinent provincial and federal legislation, and for the co-ordination of related inter-governmental and inter-departmental activities. This Section will also provide legal counsel to the Department of Social Services in respect of cases arising under the **The Family Services Act** in Regina and Saskatoon, and to the agency within the Department of Justice that will be responsible for the implementation of an automated system for the enforcement, on behalf of spouses and children, of maintenance orders issued in their favour.

- **The Constitutional Branch**

The Constitutional Branch consists of two sections, the Constitutional Law Section and the Constitutional Relations Section. This Branch provides legal advice to the Government respecting constitutional matters and represents the Minister of Justice and Attorney General in litigation which raises constitutional issues. In addition, the Branch is responsible for providing advice and other legal services with respect to matters of aboriginal, human rights and energy resource law. Constitutional reform issues and other inter-governmental matters entailing constitutional issues make up an equally important part of the Branch's work.

A highlight of the 1984/85 fiscal year was the publication of a Discussion Paper entitled "Compliance of Saskatchewan Laws With the Canadian Charter of Rights and Freedoms". This paper was prepared by the Branch and, following its release by the Minister of Justice, generated substantial public interest and comment. The paper was the basis for omnibus legislation amending over 60 Saskatchewan statutes to conform with the Charter. The review of government policies and practices, as well as statutes and regulations, for consistency with the Charter continues to occupy the Branch.

Lawyers within the Constitutional Branch are responsible for carrying or advising upon many of the Department's major litigation files. Frequently, the Branch becomes involved in response to a notice received by the Minister of Justice that a constitutional issue will be raised before the Supreme Court of Canada, the Saskatchewan Court of Appeal or another court in Saskatchewan. The Branch reviews such cases to determine whether it is in the interests of the Government to intervene and provides counsel in the event that the Minister of Justice determines intervention to be necessary or advisable. During the fiscal year, the Branch was involved in three interventions before the Supreme Court and in several other cases considered by courts within the Province.

The Branch played a key role in preparations for the First Ministers' Conference held in April, 1985, dealing with aboriginal constitutional reform matters, and actively participated in the series of federal-provincial meetings leading to that conference. Aboriginal rights continues to be the primary focus of constitutional reform in Canada, although other issues, such as Senate reform and the role of Quebec in Confederation, are matters of ongoing consideration.

- **The Legislative Services Section**

This Section assists in formulating the Department's legal policy, except with respect to prosecutorial matters, and is responsible for providing technical advice on proposed legislation to departments and other government agencies. As well, the Section provides general legal services to the Department of the Provincial Secretary.

The Legislative Services Section also attends to the legislative drafting requirements of the Department and, occasionally, of other government agencies. In addition, the Section provides legal counsel to the Legislative Review Committee of Cabinet and advises Executive Council, other departments and crown agencies with respect to the form and effect of proposed orders-in-council.

Many legislative initiatives which began in the fiscal year, and were developed with the assistance of the Section, now form part of the statute law of Saskatchewan, including **The Urban Municipality Act, 1984, The Court Officials Act, 1984** and **The Farm Land Security Act.** Other legislation under development during the fiscal year included **The Equality of Status of Married Persons Act, The Enforcement of Maintenance Orders Act, The Pre-judgment Interest Act, The Builders' Lien Act,** and **The Charter of Rights and Freedoms Consequential Amendment Act.** The Legislative Services Section participates extensively in the general revision and consolidation of the Saskatchewan regulations. The review of regulations falling within the purview of the Minister of Justice, or originating with other departments and government agencies, is co-ordinated by the Section with a view to establishing the existence of proper statutory authority and promoting consistency in the content of Saskatchewan's regulatory laws. The Section is generally available to provide assistance with the development of new government regulations.

Matters of liaison with the Saskatchewan Law Reform Commission fall within the scope of the Section's responsibilies. In addition, the Section monitors and reviews legislative initiatives nationally and in other provinces. The Section participates in the proceedings of the Uniform Law Conference of Canada, representing the interest of this Department in proposals for new legislation and uniformity of legislation throughout all Canadian jurisdictions.

# III Justice Services Division

In conjunction with a major organizational development initiative undertaken by the Department in 1984-85, a new Justice Services Division was created. This Division was assigned responsibility for the administration of several progams — Court Services, Policing, Coroner's Office, Property Registration and Public Trustee — which provide non-legal services to the public. The objective of this measure was to improve the co-ordination, efficiency and effectiveness of these services.

## Courts

- **General**

The Province of Saskatchewan has the constitutional responsibility for the constitution, maintenance and organization of the Court of Appeal, the Court of Queen's Bench and the Provincial Court of Saskatchewan. Under the constitution, the federal govenment appoints the judges to the first two of these courts and the provincial government appoints the judges to the third. The provincial government provides the court space, furnishings, other material and support staff to all three courts.

The three courts function, and their judges are appointed and serve, on the constitutional principle of the independence of the judiciary.

- **Court Services**

In June 1984 the Department of Justice undertook a comprehensive evaluation of the organizational and staffing requirements of Court Services. In July 1984, a submission was introduced proposing reorganization of the central office. The proposal was subsequently approved and implemented later that month.

The reorganization of senior management of the Branch was designed to meet one of the major objectives established for its revitalization, which was to provide uniform policy and direction to field offices from one central office location. This was accomplished by dividing the Branches responsibilities into four distinct units — Administrative Support, Court Operations, Registrar of Courts and Sheriff Services.

The province of Saskatchewan has traditionally asked the Judicial Officers in all centres, other than Regina and Saskatoon, to take on the responsibilities of both the Local Registrar and Sheriff. By combining both functions fewer field staff had to report to central office. In an effort to determine the effects on the organization by having the Sheriffs independent from the Local Registry work, pilot projects were developed in a number of locations.

Since the restructuring of the Branch, file control and uniformity of reporting, forms, and procedures were implemented in Sheriff Services during the latter part of 1984 and early into 1985. A Sheriff's Manual was completed and is being published for the use of staff in all sheriff's offices.

Court Operations is responsible for the administration relating to the Court of Appeal, the Court of Queen's Bench, the Surrogate Court and the Unified Family Court; the non-judicial administration relating to the Provincial Court of Saskatchewan and the Traffic Safety Court of Saskatchewan; training and support services for Justices of the Peace throughout the province, and the provision of court reporting in Saskatchewan.

Major highlights in the Court Operations area during 1984-85 were as follows:

- During 1984/85, the court reporting service was streamlined to provide quicker turnaround of transcripts. To accomplish this, in May, all Provincial Court preliminary hearings were recorded electronically. The recording of examinations for discovery in Regina, Saskatoon and Prince Albert were turned over to private sector reporters. This reduced the waiting period for transcripts by over 50% while providing excellent service to the courts.
- In the fall of 1984, work commenced on the implementation of a computerized Justice Automated Information Network (JAIN) which will greatly enhance the capabilities of the Provincial Court of Saskatchewan. This system, which is expected to be fully operational by the end of 1985, will provide accurate, up-to-date information on any outstanding case in the Provincial Court. It will permit accused tracking, record keeping, financial control and automatically produce required court documents. All Provincial Court Offices in the province are being provided terminals and printers.
- In July, 1984, Court Operations assumed responsibility for the administration of **The Commissioner for Oaths and Notaries Public Act.** Also, in November, 1984, it assumed responsibility for the administration of **The Marriage Act.**
- The Surrogate Court Registry system was automated in 1984.
- Procedures were set in place to eliminate the use of Law Stamps and establish deposit accounts in the Local Registrars' offices. This change in procedure is to take place on April 1, 1985. The installation of one-write accounting systems in all Sheriff/Local Registrar offices was also completed in 1984/85.
- New provincial court facilities were provided at Wakaw, Yorkton and Preeceville. The Yorkton facilities also provided accommodation for the Sheriff and Local Registrar of the Court of Queen's Bench pending extensive renovations to the existing Court House. Renovations to the Saskatoon Court House commenced which included increased accommodation for the Court of Appeal. A new Provincial Court building was under construction in Regina with completion anticipated in May of 1985. Plans were also developed for the renovation of the Regina Court House.

- **Court of Appeal**

The Chief Justice of Saskatchewan presides over the Court of Appeal. In addition to the Chief Justice, the Court consists of six Justices, with two new appointments being made in the 1984/85 fiscal year. There was also, as of March 31, 1985, one supernumerary judge. The judges are appointed by the Governor General in Council. The Court hears appeals from all other Courts in the Province of Saskatchewan. Its decision may be appealed only to the Supreme Court of Canada. In the fiscal year 1984/85, leave to appeal to the Supreme Court was sought in seventeen cases and granted in two of those.

**TABLE 2**
**CASELOAD STATISTICS — COURT OF APPEAL**

| | Filed | | | |
|---|---|---|---|---|
| | **1981** | **1982** | **1983** | **1984** |
| Number of appeals (civil) | 283 | 306 | 313 | 321 |
| Number of appeals (criminal) | 454 | 510 | 558 | 453 |
| Total | 737 | 816 | 871 | 774 |
| | **Heard** | | | |
| | **1981** | **1982** | **1983** | **1984** |
| Number of appeals (civil) | 143 | 161 | 158 | 158 |
| Number of appeals (criminal) | 427 | 401 | 572 | 507 |
| Total | 570 | 562 | 730 | 665 |
| Chamber Applications | 128 | 186 | 163 | 155 |
| Settled or abandoned appeals (between readiness and hearing) | | | | 127 |

*Statistics not available prior to 1984.

**TIME INTERVAL BETWEEN READINESS OF APPEAL AND ACTUAL APPEAL HEARING**

| Type of Appeal | Interval |
|---|---|
| Sentence Appeals | 15- 30 days |
| Expedited Criminal Appeals | 30- 45 days |
| Expedited Civil Appeals (interlocutory or custody) | 30- 45 days |
| Regular Criminal Appeals | 30- 60 days |
| Regular Civil Appeals (Regina) | 120-365 days |
| Regular Civil Appeals (Saskatoon) | 30-180 days |

- **The Court of Queen's Bench**

Her Majesty's Court of Queen's Bench for Saskatchewan consists of a Chief Justice of the Queen's Bench and twenty-nine judges of the Court of Queen's Bench, with four new appointments in the 1984/85 fiscal year. In addition, there are three supernumerary judges.

The Court of Queen's Bench is the superior trial court for the province with original jurisdiction in all civil and criminal matters not expressly excluded by statute. In addition, it sits on appeal over the Provincial Court of Saskatchewan with respect to summay conviction offences and Small Claims matters. Judges of the Court of Queen's Bench hear matters in all judicial centres, as of March 31, 1985, judges were resident in the following communities:

| | Judges | Super-numerary Judges |
|---|---|---|
| Regina | 10 | 1 |
| Saskatoon | 13 | 1 |
| Battleford | 1 | |
| Humboldt | 1 | |
| Melville | 1 | |
| Moose Jaw | 1 | |
| Prince Albert | 1 | |
| Yorkton | 1 | |
| Estevan | 1 | |
| Swift Current | | 1 |
| | 30 | 3 |

**TABLE 3**
**CASELOAD STATISTICS — COURT OF QUEEN'S BENCH**
(Excluding Unified Family Cout)

| | 1982 | 1983 | 1984 |
|---|---|---|---|
| Civil actions commenced (excluding divorce) | 15,338 | 14,636 | 14,174 |
| Civil trials heard (excluding divorce) | 859 | 549 | 486 |
| Petitions for divorce commenced | 1,582 | 1,580 | 1,541 |
| Criminal Trials heard | 743 | 733 | 629 |
| Criminal appeals heard | 297 | 304 | 402 |
| Chamber matters heard | 15,064 | 18,016 | 18,316 |
| Sheriff: | | | |
| Writs of execution filed | 5,555 | 5,397 | 5,177 |
| Writs of execution (completed, satisfied or expired) | 3,021 | 3,597 | 3,086 |
| Seizures | 436 | 498 | 585 |
| Investigations | 6,134 | 9,621 | 9,599 |
| Process served | 2,009 | 2,198 | 2,377 |

- **The Surrogate Court**

The Surrogate Court for Saskatchewan has jurisdiction in relation to testamentary matters and issuance of grants of probate and administration. It is a court of record.

The Justices of the Court of Appeal and the Court of Queen's Bench have been appointed Judges of the Surrogate Court. The Court of Appeal and the Court of Queen's Bench exercise the jurisdiction given to the Surrogate Court.

**TABLE 4**
**CASELOAD STATISTICS — SURROGATE COURT**

| | 1981 | 1982 | 1983 | 1984 |
|---|---|---|---|---|
| Letters Probate | 2,874 | 3,020 | 3,055 | 2,763 |
| Letters of Administration | 744 | 753 | 700 | 668 |
| Under Sections 45 and 46 of the Act | 47 | 63 | 49 | 128 |
| TOTAL | 3,665 | 3,836 | 3,804 | 3,559 |

- **The Unified Family Court**

The Unified Family Court for Saskatchewan was opened in December, 1978, in Saskatoon as a pilot project for the province. It was established to provide a court with jurisdiction over all family matters which takes into consideration a range of problems beyond legal issues and can deal with the family as a unit through a combination of court and social services.

This Court has successfully brought together both the Provincial and Queen's Bench Court functions resulting in an integrated court system for family related matters.

**TABLE 5**
**CASELOAD STATISTICS — UNIFIED FAMILY COURT**

| | 1981 | 1982 | 1983 | 1984 |
|---|---|---|---|---|
| Actions commenced by Statute: | | | | |
| The Divorce Act | 734 | 743 | 781 | 758 |
| The Married Persons' Property Act and The Matrimonial Property Act | 250 | 220 | 193 | 215 |
| The Deserted Wives' and Children's Maintenance Act | 132 | 125 | 100 | 101 |
| The Infants Act | 229 | 236 | 238 | 268 |
| The Children of Unmarried Parents Act | 34 | 26 | 21 | 17 |
| Others | 115 | 90 | 115 | 146 |
| Adoptions | 129 | 180 | 136 | 107 |
| Family Service | 109 | 118 | 104 | 136 |
| *Juvenile Delinquents | 98 | 147 | 143 | — |
| Criminal Code | 189 | 103 | 83 | 25 |
| TOTAL | 2,019 | 1,988 | 1,914 | 1,773 |
| Number of files opened | 1,169 | 1,158 | 1,138 | 1,121 |

* See Provincial Court — Young Offenders Act Statistics (1984)

### • The Provincial Court of Saskatchewan

The Provincial Court of Saskatchewan consists of a Chief Judge, an Associate Chief Judge and forty-six judges appointed by the Lieutenant Governor in Council on the recommendation of the Minister of Justice. A Judicial Council composed of judges of all three levels of court and representatives of the Law Society and the government has the duty of considering and making recommendations to the Minister regarding proposed judicial appointments to the Court. The Court exercises both civil and criminal jurisdiction:

(a) civil by virtue of **The Small Claims Enforcement Act,** under which it has jurisdiction to try and adjudicate upon claims and counterclaims for debts and damages not exceeding $3,000;

(b) criminal or quasi-criminal by virtue of the **Criminal Code** and a variety of federal and provincial statutes, under which it can hear summary conviction offences and certain indictable offences in respect of which it has absolute jurisdiction, and other indictable offences where the accused is given a choice as to the mode of trial.

In general terms, it is the court of first appearance in criminal matters and adjudicates on all provincial and municipal offences. Consequently it is a court having a great impact on the general public.

Two Traffic Safety Courts are operational in Saskatchewan, one in Regina and one in Saskatoon. These courts are restricted to traffic violations, excluding parking offences, and they were established with two objectives in mind:

(a) to remove traffic matters from the criminal court system, thus providing Provincial Court Judges more time to deal with criminal matters; and

(b) to attempt to change driving attitudes by having a court designed to deal with driving offenders.

The Traffic Safety Courts have been evaluated as being a success and an important component of the Provincial Court.

Under the provisions of **The Provincial Court Act,** the Chief Judge is also assigned the responsibility of directing and supervising the duties and sittings of 438 Justices of the Peace.

During 1984/85, there was one retirement and two new appointments to the Provincial Court.

**TABLE 6**
**CASELOAD STATISTICS — PROVINCIAL COURT OF SASKATCHEWAN**

| | 1981 | 1982 | **1983 | 1984 |
|---|---|---|---|---|
| Cases Tried | 125,777 | 126,274 | 119,446 | 116,462 |
| Convictions | 88,625 | 86,821 | 94,168 | 87,862 |
| Absolute Discharges | 1,219 | 986 | 1,102 | 1,012 |
| Conditional Discharges | 1,700 | 1,862 | 2,036 | 1,872 |
| Juvenile Delinquents Act | 1,982 | 1,708 | 1,972 | 558 |
| Young Offenders Act | — | — | — | 1,561 |
| Small Claims | 2,281 | 2,312 | 2,244 | 2,707 |
| *Total Cases | 132,959 | 133,142 | 126,820** | 124,223 |
| Total Provincial Fines Levied and Collected | $5,671,347 | $6,072,289 | $7,037,006 | $7,557,738 |
| Traffic Safety Court Caseload | — | 19,438 | 26,792 | 25,060 |

* Excluding Traffic Safety Court Cases
** Case Statistics appearing in 1983-84 Annual Report have been amended.

## Coroner's Branch

The coroner system provides a means for the independent investigation of the circumstances surrounding the death. Cases of violent, sudden or unexplained death are reported to the coroner, who inquires into the death and has the power to decide whether an inquest is necessary. If an inquest is held, a jury of six is summoned to hear evidence relating to the circumstances of the death. After hearing the evidence, the coroner's jury returns a verdict as to the cause of death and they may make recommendations as to how similar deaths may be avoided.

The Chief Coroner is responsible for administering **The Coroners Act** and supervising and directing the 170 coroners in the province, of which 56 are medically qualified. He establishes and conducts instruction programs for coroners, and brings any findings to the attention of the appropriate persons, agencies, or government.

The Chief Coroner continues to meet with the coroners throughout the province on a regular basis, to update them concerning changes in policy and to be made aware of any concerns which they may have relating to their work as coroners.

The Branch continues to provide basic training seminars for new coroners.

**TABLE 7**
***1984 SASKATCHEWAN DEATH STATISTICS**

| | Natural | Accidental | Suicide | Homicide | Undetermined | Non-Coroners |
|---|---|---|---|---|---|---|
| Under 20 | 74 | 107 | 19 | 4 | 2 | – |
| 21-40 | 48 | 143 | 56 | 17 | 3 | 2 |
| 41-60 | 193 | 74 | 35 | 7 | 4 | 9 |
| 61-Over | 731 | 80 | 20 | 5 | – | 59 |
| Unknown | 13 | 4 | 2 | – | 3 | 7 |
| TOTAL | 1,059 | 408 | 132 | 33 | 12 | 77 |

*Calendar Year.

## Policing Branch

This Branch has responsibility for the following:

(a) Provincial Policing Services, including the Indian Constable Program.

(b) Administration of the firearms control provisions of the Criminal Code.

(c) Administration of The Private Investigators and Security Guards Act.

- **Provincial Policing Services**

Under The Police Act, the province is responsible for providing policing services to The Northern Administration District, Rural Municipalities and Urban Municipalities having a population under 500. Provision is also included in The Police Act for the province, upon request from a municipality, to provide policing services to urban municipalities with a population between 500 and 1500 on the basis of a municipal/provincial agreement.

Since 1928, provincial policing services in Saskatchewan have been provided by the R.C.M.P. on the basis of a federal/provincial policing agreement. With the exception of the period 1976 to 1981, when the agreement was for five years, the agreements have covered a period of ten years. The current agreement commenced on April 1, 1981 and will expire March 31, 1991. Provision is included for a renewal of the agreement at that time.

Under the terms of the agreement, the Province of Saskatchewan is required to pay a percentage of the costs incurred by the R.C.M.P. in providing the provincial policing services. In the first year of the current agreement, Saskatchewan was required to pay 56% of the cost with an increase of 1% per year until April 1, 1986, when the increase will be 2% per year to a maximum of 70% in the final year of the current agreement in 1990/91. In 1984/85 the province paid 59% of the cost.

The R.C.M.P. services are under the direction of the Commanding Officer "F" Division with headquarters located in Regina. For operational purposes the province is divided into six Sub-Divisions which have supervisory responsibility for the 120 detachments located throughout the province. The distribution is as follows:

Regina Sub-Division – 22 detachments – southeast area of province

Swift Current Sub-Division – 19 detachments – southwest area

Yorkton Sub-Division – 15 detachments – east-central area

Saskatoon Sub-Division – 18 detachments – central and west central area

North Battleford Sub-Division – 18 detachments – northwest central area

Prince Albert – 28 detachments – northern half of province

In 1984/85, 834 members and 120 clerical staff were employed directly on provincial policing services. The allocation of members by type of duties follows:

| | |
|---|---|
| Detachment regular duties (120) | 528 |
| Highway Patrol Units (39) | 114 |
| Telecommunications | 61 |
| Specialized Units (Dogs, Air, Identification, Commercial Crime, Provost Services) | 91 |
| Supervisory Personnel | 40 |

During 1984/85 the R.C.M.P. provincial policing services provided service to 90 urban municipalities on the basis of a municipal/provincial agreement. During this year the towns of Churchbridge and Langham decided to establish their own police service while the town of Balgonie terminated its force and entered a municipal/provincial agreement for policing services from the R.C.M.P. Regina detachment. Under this program municipalities are required to pay to the province, the per member cost of an R.C.M.P. member to the province for each forty hours of service per week. In 1984/85 the actual cost per member was $40,536.

Consistent with department plans to improve policing services to northern communities, a two-member detachment was established in January, 1985 at Fond du Lac, an Indian community of approximately 750

residents. The detachment at Uranium City will be closed in the summer of 1985 and service to this area will be provided by the Fond du Lac and Stony Rapids detachments.

Construction of R.C.M.P. buildings for provincial policing services in 1984/85 contributed substantially to the economy of the province as evident from the following construction expenditures:

- Construction of living accommodation (Glaslyn, Ile a la Crosse, Mankota, Loon Lake) $451,000
- Construction of detachment quarters (Fort Qu'Appelle, Mankota, Pinehouse, Southend) $1,997,000
- Construction Sub.-Div. building, Yorkton $2,414,000
- Construction "F" Div. Headquarters, Regina $16,465,000

There were no dramatic changes in the number of criminal offences that occurred within areas of the province policed by the R.C.M.P. during 1984/85. There was a 6% increase in offences against the person which was attributed primarily to an increase in the number of assaults. There were 30 offences classified under murder and attempted murder in 1984 compared to 45 for the previous year. Comparisons in general categories for the past three years are as follows:

**TABLE 8**
**CRIMINAL OFFENCES IN AREAS POLICED BY R.C.M.P.**

| | 1982 | 1983 | 1984 |
|---|---|---|---|
| Offences Against Persons | 3,840(+ 11.6%) | 3,939(+2.6%) | 4,176(+6%) |
| Offences Against Property | 22,776(+8.6%) | 23,186(+1.8%) | 22,724(−2%) |
| Other Criminal Offences | 4,136(+21%) | 3,941(−4.7%) | 4,083(+3.6%) |
| Impaired Driving | 8,463(+5.2%) | 8,859(+4.7%) | 8,353(−5.7%) |

- **Indian Special Constable Program**

As a result of discussions between the Department of the Attorney General, Federation of Saskatchewan Indians, the R.C.M.P. and Department of Indian and Northern Affairs during 1973 and 1974, an Indian Constable Program was established in Saskatchewan. The primary purpose of the program was to improve provincial policing services to Indian communities. The program was cost-shared by the province and the federal government with the former required to pay 40% of the cost during the first year in 1975/76. The provincial share remained at 40% until 1978/79 when it increased to 48% for that year, 51% for 1979/80 and 54% for 1980/81. It has remained at 54% for the past 4 years.

Under the program status Indians are recruited by the R.C.M.P., appointed to the rank of Special Constable, trained at the R.C.M.P. Training Academy and following training, posted to R.C.M.P. detachments having larger Indian communities within the detachment area. In the first few years of the program, problems were encountered in getting sufficient applicants; however, by 1983/84 the 39 positions were filled and there is a waiting list of applicants. This progam has made a substantial contribution to policing of Indian Reserves and police/native relations. The cost to the Province for this program in 1984/85 was $815,000.

- **Firearms Control Provision — Criminal Code**

As a result of amendments to the Criminal Code, commencing in January 1, 1979 any person wishing to acquire a firearm in any manner was required to be in possession of a firearms acquisition certificate. At the same time, any person in the business of selling firearms or ammunition was required to have a business permit. A person desirous of obtaining either a certificate or business permit must complete an application, have it approved by the local police force and pay the required fee for the certificate or permit. All firearm and ammunition business permits are issued by the office of the Chief Provincial Firearms Officer (CPFO) of the Policing Branch. With the exception of the cities of Estevan, Moose Jaw, Prince Albert, Regina, Saskatoon and Weyburn, all firearm acquisition certificates are issued by the office of the CPFO. In the cities mentioned the municipal police force issues the firearms acquisition certificates.

During 1984/85 a total of 11,658 firearms acquisition certificates were issued in Saskatchewan of which 7,893 were processed by the C.P.F.O. office. During the same period of 855 firearm and ammunition business permits were processed. In comparison, a total of 7,167 firearms acquisition certificates, 4,380 by the CPFO, and 721 business permits were processed in 1983-84.

- **The Private Investigators and Security Guards Act**

Under The Private Investigators and Security Guards Act all firms and individuals involved in the business of private investigation or providing security for persons or property must be licensed. During the 1984/85 fiscal year the Registrar processed 46 business licenses and 1,070 employee licenses. In comparison, 42 business licenses and 1,170 employee licenses were processed in 1983-84.

## Property Registration Branch

The Property Registration Branch is responsible for providing and administering a system of registration for both real and personal property that protects the owner's interest, facilitates transactions dealing with such property, and provides a means of determining priority between competing claimants to property.

The Branch operates two distinct systems; the Land Titles System, dealing with real property, and the Personal Property Registry, dealing with personal property.

- **Land Titles System**

The purpose of the land titles system, similar to that in the other Western Provinces, is to provide for province guaranteed ownership of land, and recording of documents which create interests in land, such as mortgages and easements, in order to protect the persons entitled to those interests. Land Titles offices are responsible for the examination and registration of land-related documents, the issuance and updating of title, custody and microfilming of original titles and documents, and the provision of title and document searches.

There are eight land registration districts in the province, each with its own land titles office, registrar and staff. The registrars work under the legal and administrative direction of the Master of Titles, who is also the Director of the Property Registration Branch. The locations of district offices are Battleford, Humboldt, Moose Jaw, Prince Albert, Regina, Saskatoon, Swift Current and Yorkton. The offices of the Chief Surveyor and Microfilm Editing, which are also part of the Land Titles System, are located in Regina.

The Director of the Branch in her capacity as the Master of Titles:

(a) is required to inspect the books and records in the land titles offices;

(b) instructs the registrars and advises the public concerning the registrability of documents;

(c) adjudicates, if necessary, among competing claims of interest in land prior to the granting of certificates of title;

(d) hear appeals from the decisions of the registrars with respect to the registration of instruments;

(e) issues orders, when necessary, respecting true ownership of mines and minerals; and

(f) orders the correction or amendment of plans of survey;

(g) provides all legal advice to the branch.

The Chief Surveyor examines and approves for registration in the land titles offices all plans of survey except roadway plans. the Chief Surveyor is the final arbitrator with respect to matters pertaining to surveys, plans, "mates & bounds" descriptions, amendments of plans, descriptions of registered record and the cancellation of plans of survey. He is the advisor to the Master of Titles in the preparation of all Master of Titles' orders under **The Land Titles Act, The Subdivision Act** and **The Land Surveys Act.**

**TABLE 9**
**COMPARATIVE STATISTICS -- REGISTRATION OF LAND TITLES**

| Type of Activity | 1982-83 | 1983-84 | 1984-85 |
|---|---|---|---|
| **Land Titles Offices** | | | |
| Instruments Received | 208,249 | 239,775 | 216,780 |
| Instruments Registered | 150,725 | 181,506 | 162,493 |
| Instruments Filed | 14,951 | 14,083 | 13,226 |
| Titles Issued | 59,738 | 67,119 | 64,387 |
| Transfers and Transmission | 46,610 | 50,139 | 44,603 |
| Mortgages | 29,445 | 36,779 | 28,335 |
| Caveats | 14,094 | 17,857 | 18,803 |
| Notices Issued | 84,435 | 88,606 | 86,091 |
| Certificates Issued | 217,469 | 244,371 | 225,623 |
| Counter Searches | 189,384 | 213,685 | 209,329 |
| **Chief Surveyor's Office** | | | |
| Plans Examined | 899 | 1,072 | 1,170 |
| Master of Titles Orders Completed | 233 | 230 | 184 |
| Number of Plans Printed | 24,360 | 28,095 | 32,024 |

In the 1984-85 year the land titles system continued to make changes designed to improve productivity and staff training. The land description format was shortened and simplified. The certificate of title form was changed by eliminating the requirement for some types of information. The branch held seminars for all deputy registrars and registrars.

- **Personal Property Registry**

The purpose of the Personal Property Registry is to provide a notice filing system whereby a secured party (seller, lending institution, garage keeper or execution creditor and in some instances, a buyer) may register a financing statement indicating an interest in the personal property of a debtor (buyer, person borrowing money, owner of a motor vehicle repaired by a garage, or execution debtor, and in some instances, a seller).

As well, the Personal Property Registry provides an enquiry system whereby a person intending to purchase personal property or to lend money on the security of personal property is able to request a search of available information registered against an individual, business, motor vehicle, mobile home, trailer, or airplane.

The Personal Property Registry maintains a record of all types of registrations registered against personal property in Saskatchewan under the following Acts and provides information based on these registrations upon request and payment of the prescribed fee:

- **The Personal Property Security Act**
- **The Sale of Goods Act or The Factors Act**
- **The Garage Keepers Act**
- **The Executions Act**
- **The Creditors' Relief Act**

The completion of transitional provisions in **The Personal Property Security Act** (PPSA) on May 1st, 1984, affecting renewals of registrations which had an infinity registration life under pre-PPSA legislation played a significant part in the 7% decrease in volumes of registration processed during 1984-85. Volumes of search requests received through the mail decreased accordingly. Volumes of search requests received through the judicial centers and at the counter continue to increase.

**TABLE 10**
**COMPARATIVE STATISTICS — PERSONAL PROPERTY REGISTRY**

| | 1982-83 | 1983-84 | 1984-85 |
|---|---|---|---|
| **Registrations** | | | |
| Manual Counts of Reg. No's. | 282,035 | 330,358 | 306,836 |
| System Updates (includes conversions) | 282,458 | 331,091 | 306,455 |
| **Searches** | | | |
| Counter Searches | 23,531 | 31,946 | 35,051 |
| Phone Seaches from Judicial Centres | 20,884 | 30,464 | 34,093 |
| Total Searches processed on Personal Property Registy computer system (internal, counter, judicial centes and mail requests) | 120,644 | 167,124 | 162,826 |
| SGI Searches of PPR data base* | 9,291* | 17,931 | 16,969 |

*October, 1982 to March, 1983 only

## Office of the Public Trustee

- **General**

The Public Trustee was established as a corporation under the name of The Public Trustee for Saskatchewan pursuant to the Public Trustee Act which came into effect on April 1, 1984. The Office of the Public Trustee is the successor to the offices of both the Official Guardian and the Administrator of Estates. This amalgamation has served to enhance the effective administration of the Office of the Public Trustee through improved efficiency in the management of client files, investment procedures, and more flexibility in handling workload fluctuations. The new legislation has brought Saskatchewan into close step legislatively with neighbouring provinces in the public trusteeship field.

The main purpose of the Office of the Public Trustee is to administer the property of persons who are legally incapable of handling their own estate either by reason of mental disability or being under the age of 18 years, where no one else has been appointed by the Court. The Public Trustee is not the guardian of the person but administers property matters only.

- **Property of Mentally Incompetent Persons**

When a person is certified incompetent to handle his affairs under Section 28 of The Mental Health Act, a certificate to this effect is sent to the Public Trustee. If there has been no committee appointed by the court under The Mentaly Disordered Persons Act and there is no other person willing or capable of acting, the Public Trustee can administer that person's estate. Where the Court of Queen's Bench appoints a committee to represent the interests of a mentally incompetent person and that committee dies, the Public Trustee will administer the estate until there is a new committee appointed by the Court. Where a private individual applies to the Court under The Mentally Disordered Persons Act for appointment as committee, but the Court is of the opinion that the applicant is clearly unsuitable because of a conflict of interest and could not carry out the duties in the best interest of the estate, the Court may appoint the Public Trustee as committee instead. Service of notices of legal process on persons of unsound mind who have no committee are made upon the Public Trustee who must act in that person's best interest.

In administering an estate, the Public Trustee has the power to do all things that the person could do if competent with respect to his estate, including buying, selling, and leasing of real property; making provision for the maintenance of the person and for the support and maintenance of anyone dependent upon the person; and bringing, maintaining or defending any legal action or proceedings in respect to the person or his estate. A complete and accurate accounting of the administration of the estate is maintained in order to provide a full report to the person when he becomes competent to handle his own affairs or to his executor or administrator if that person dies.

- **Property of Infants**

The Public Trustee must attend to property interests of persons under 18 years of age, known as infants, by administering trust funds on their behalf, representing them in court, or protecting their property rights. Most of these interests arise under deceased estates, court actions, and claims resulting from The Fatal Accidents Act or personal injury claims. The Public Trustee is to receive notice of every application to the Surrogate Court for grant of letters probate or letters of administration when an infant has an interest or may have a claim against an estate. He then takes steps to ensure that the infant's interest in that estate is protected.

Where funds are held in trust by the Public Trustee, payments may be made for the maintenance and education of the infant or to meet special expenditures in the best interest of the infant. Where funds or property are held in trust by an executor or administrator, the Public Trustee is required to monitor these funds or property to ensure that the administration of same is in the best interest of the infant. There is provision to allow distribution of the infant's assets, up to a maximum of $2,000, to a responsible adult at the discretion of the Public Trustee.

To facilitate registration of transfers at the Land Titles Office in estates matters, the Public Trustee may issue a certificate that there are not infants (born or unborn) interested in an estate, upon being satisfied on affidavit evidence provided that there are no such infants, or may issue a consent to the transfer of title in respect to an estate where infants may have an interest but the infants' interest is not being jeopardized. Where the infant has an interest in a lease or sale of land, the consent of the infant if he is 14 years or over and the parent will be required before the Public Trustee can consent. If the Public Trustee refuses to consent to a proposed disposition of land, a court application can be made.

The Public Trustee's involvement in litigation is usually limited to proceedings affecting the infant's property and, therefore, the Public Trustee would not represent infants in divorce, custody or child protection areas. Where an action is maintainable on behalf of an infant for damages for personal injury or under The Fatal Accidents Act, the Public Trustee may approve settlement, including solicitor's fees, on behalf of the infant. In cases where the Public Trustee refuses to approve the settlement, the parties may apply for an order of the court instead.

A complete and accurate accounting of the administration of trust funds is maintained by the Office of the Public Trustee in order to report to the infant when he/she becomes an adult and his funds are released to him/her.

**TABLE 11**
**COMPARATIVE STATISTICS — OFFICE OF THE PUBLIC TRUSTEE**

| | 1983-84 | 1984-85 |
|---|---|---|
| Number of Incompetent Persons Estates at March 31 | 1,682 | 1,647 |
| Total Net Value of Estates at March 31 | $28,604,235 | $32,392,672 |
| Average Value of Estates | $17,006 | $19,117 |
| Number of Infants' Accounts at March 31 | 3,193 | 3,147 |
| Total Trust Funds held on March 31 | $20,535,994 | $21,875,376 |
| Average Trust Fund Account | $6,432 | $6,759 |
| Number of Certificates and Consents issued pursuant to Sec. 172 of The Land Titles Act | 2,679 | 2,655 |
| Rate of Interest Distribution | | |
| — September 30, 1984 | N/A | 10.72% |
| — March 31, 1985 | N/A | 11.36% |
| Total Assets Administered by Public Trustee | | $54,268,048 |
| Total Number of Estates and Infant Accounts | | 4,794 |

# IV Corrections Division

- **General**

Within the framework of the Canadian Constitution the Corrections Division shares with other criminal justice agencies a responsibility for the protection of society from individuals who present a danger to persons or property. Corrections Division contributes to this purpose through:

(a) Preparation of pre-sentence and bail verification reports as requested by the courts to assist in the sentencing and remand processes;

(b) Supervision of persons placed on probation or released on bail;

(c) Provision of a range of facilities that reflect the different security requirements for offenders sentenced to terms of imprisonment less than two years, or for persons held on remand awaiting trial or sentencing (terms of two years or more are served in federal penitentiaries administered by the Correctional Service of Canada.);

(d) Provision of opportunities for offenders to settle fines through community service work;

(e) Provision of opportunities for offenders to learn and practice responsible behaviour; and

(f) Assistance to and co-operation with other agencies in the development of crime prevention programs.

The above activities are governed by the following legislation:

- **The Saskatchewan Corrections Act,**
- **The Criminal Code,** and
- **The Prisons and Reformatories Act.**

(The latter two statutes are federal enactments.)

Within the context of its responsibility for protection of the public and for providing services to enable the carrying out of sentences imposed by the courts, the Corrections Division offers a wide range of programs which provide for varying levels of offender care, control and supervision. These programs are delivered through two operations systems — the Community Operations Branch and the Institutional Operations Branch. Services for Northern Saskatchewan are administered through a Northern Regional Office located in LaRonge.

## Community Operations

Community Operations Branch administers community-based corrections programs. These programs enable the courts to consider a range of alternatives to imprisonment in the sentencing process. As a result certain offenders may satisfy the sentence of the court while being allowed the opportunity to contribute to the community. Such programs are designed primarily for non-dangerous offenders who present a minimal risk to the public at the time of sentencing.

- **Adult Probation Services**

Probation is the supervision of convicted offenders for whom the passing of sentence has been suspended pending satisfactory compliance with the terms and conditions of a probation order prescribed by the court. The adult probation service, which is administered through six regional offices and five sub-offices, handles the supervision of such offenders as well as the preparation of pre-sentence reports requested by the court. Probation officers conduct community investigations to assist provincial correctional centres and the Parole Board in developing release plans for inmates. In addition, they supervise offenders in outlying areas who are released under the authority of the National Parole Board.

Caseload statistics for Community Operations staff are outlined in Table 12

**TABLE 12**
**CASELOAD STATISTICS — COMMUNITY OPERATIONS (1980/81 to 1984/85)**

| | 1980/81 | 1981/82 | 1982/83 | 1983/84 | 1984/85 |
|---|---|---|---|---|---|
| Average Monthly Probation Caseload* | 2,475 | 2,523 | 2,951 | 2,975 | 3,175 |
| Pre-sentence Reports* | 1,669 | 1,759 | 1,696 | 1,721 | 1,910 |
| Parole Assessments (per year) | 72 | 73 | 84 | 72 | 81 |
| Bail Verification Reports | — | 75 | 240 | 353 | 520 |
| Community Service Order Reports | — | — | — | 139 | 213 |
| Restitution Reports | — | — | — | 272 | 300 |
| St. Louis Placement Reports | — | — | — | 734 | 690 |
| Paroless Supervised (per year) | 55 | 58 | 110 | 102 | 99 |

*Statistics for years prior to 1982/83 do not include data from the Northern Region.

- **Fine Option Program**

The Fine Option Program provides offenders with the alternative of performing community service work to settle a fine rather than incarceration for defaurt of payment of the fine in cash. Offenders participate in the program voluntarily and are assigned various tasks to be performed for the benefit of the community. The program is administered locally on a fee-for-service basis by municipalities, Indian Bands or other non-profit organizations. At the end of the fiscal year there were 259 Fine Option Agents across the province.

**TABLE 13**
**FINE OPTION STATISTICS – 1980/81 to 1984/85***

| | 1980/81 | 1981/82 | 1982/83 | 1983/84 | 1984/85 |
|---|---|---|---|---|---|
| Number of Fines Registered | 6,033 | 7,729 | 8,002 | 10,508 | 13,850 |
| Value of Fines Worked Off | $502,475 | $555,831 | $605,817 | $968,183 | $1,470,946 |
| Person-years of Imprisonment Eliminated* | 224 | 247 | 225 | 342 | 533 |

* 1983/84 and 1984/85 figures include data from the Northern Region, previous years do not.
** Person-years of imprisonment eliminated is an estimated figure.

- **Community Service Order Program**

The Community Service Order Program was implemented on December 1, 1983, to provide an alternative sentence for property offenders. In this program, selected offenders, when ordered by the court, perform community service work as a condition of a probation order. All work performed is for the benefit of the community under the supervision of local non-profit agencies. A total of 153 of the 259 Fine Option Program agents also act as Community Service Order agents.

**TABLE 14**
**COMMUNITY SERVICE ORDER PROGRAM STATISTICS**

| | 1983/84* | 1984/85 |
|---|---|---|
| Number of Orders Made | 134 | 506 |
| Number of Hours Ordered | 10,821 | 46,896 |

*December 1, 1983 to March 31, 1984

- **Restitution Program**

The Restitution Program, a new program implemented on a province-wide basis on April 1, 1983, is designed to serve as an alternative sentence for property offenders. Under its provisions, offenders, when ordered by the court, pay victims of property crime the actual dollar loss resulting from the offence. Services are provided to the court in the form of restitution assessment reports and the supervision of restitution payments.

**TABLE 15**
**RESTITUTION PROGRAM STATISTICS**

| | 1982/83 | 1983/84 | 1984/85* |
|---|---|---|---|
| Number of Orders Made | 1,799 | 2,343 | 2,096 |
| Dollar Value Restitution Ordered | $549,782.59 | $706,323.55 | $847,924.69 |
| Dollar Value Restitution Paid to Victims | $284,914.59 | $403,835.61 | $526,463.10 |

* Compared to previous years there were fewer orders involving $50.00 or less and more involving large amounts. This is reflected in the decrease in numbers but an increase in dollar amounts.

- **Bail Verification and Supervision Program**

The Bail Verification and Supervision Program operating in Prince Albert, Saskatoon and Regina assists the courts in determining who could be safely released to the community while awaiting trial. Program staff prepare Bail Verification Reports upon request from the court and, when the court so orders, staff supervise individuals who have been released on bail. During 1984/85, 520 Bail Verification Reports were prepared, 201 persons were released with supervision requirements, and 47 were released unsupervised. An average of 67 persons were supervised daily.

- **Impaired Drivers Treatment Program**

The Impaired Drivers Treatment Program provides a treatment option to persons convicted of second or subsequent offences of impaired driving and who are subject to mandatorry imprisonment. There are three phases to the Program:

(a) preliminary screening and referral is carried out by Corrections Division Program Co-ordinators who submit sentence placement reports to the court;

(b) referred offenders are sentenced by the courts to a fixed term enabling placement at a 30 bed residential care and treatment facility at St. Louis, Saskatchewan (the facility operates under a grant from the Saskatchewan Alcoholism Commission); and

(c) after their release, offenders receive the follow-up services provided by personnel of the Saskatchewan Alcoholism Commission as a condition of a probation order.

Impaired driving offenders with longer sentences may be allowed to enter St. Louis 14 days before they are to be released on parole. In total, 595 persons were admitted to the St. Louis facility during 1984/85, as compared to 668 admissions in 1983/84. This decrease corresponds with the decrease in Impaired Driving offences noted in the Provincial Policing section on page 28.

- **Volunteers in Probation**

Originating in the Saskatoon Region, the Volunteers in Probation Program amplifies service to probationers and encourages citizen participation in the supervision of offenders. Volunteer Probation officers are carefully selected, trained and act under the guidance of a regular probation officer. During 1984/85, the average number of volunteers per month available for service was 71. Efforts to expand the program across the province on a formal basis commenced in the last few months of the fiscal year.

- **Attendance Centres**

A court may require an offender to attend information and educational sessions as a condition of probation. Attendance Centres are located in Saskatoon and Regina for this purpose. Specialized educational programs take place during the day, evening or on weekends, with courses being offered in the areas of employment skills, alchol and drug education, money management and life skills. Community professionals, specialists and volunteers are utilized to provide comprehensive instruction and supervision.

- **Grants to Non-Government Agencies**

Corrections Division administered one departmental grant. The John Howard Society of Saskatchewan received funding to assist in the provision of counselling services to inmates, ex-inmates and their families and community programming.

## Institutional Operations

The Institutional Operations Branch is responsible for the administration of programs for the care and custody of offenders sentenced to terms of imprisonment of less than two years (i.e., those incarcerated offenders for which the province is responsible). During 1984/85, 21 correctional facilities were administered by the Division. The breakdown, by category, was as follows:

| | |
|---|---|
| Provincial Correctional Centres | 4 |
| Community Correctional Centres | 3 |
| Community-Training Residences | 5 |
| Correctional Camps (operated by Correctional Centres) | 8 |
| Correctional Camps (direct admission) | 1 |
| TOTAL | 21 |

The average daily count in 1984/85, (all facilities combined) was 1,160 A graph of prison populations over the last five years is displayed in Figure 3.

- **Administrative Early Release Program**

In 1984/85 three administrative release programs became fully operational. The purpose of two of these programs, Work Incentive and Conditional Release, is to place selected inmates in the community, on a temporary absence, as they near the completion of their sentence. A third, the Institutional Fine Option Program, allows persons incarcerated solely for fine default to perform community service work in lieu of imprisonment. By the end of 1984/85, the three programs resulted in an average daily count of 120 on release by the end of 1984/85.

- **Provincial Correctional Centres**

In 1984/85, Institutional Operations Branch maintained four correctional centres to provide custody for offenders under provincial jurisdiction. These included correctional centres for male offenders in Regina, Saskatoon and Prince Albert. A facility for female offenders is located at Prince Albert.

Programs within each centre are designed to create a secure humane environment for inmates while maximizing their work, educational, and training opportunities.

Programs within each centre are designed to create a secure humane environment for inmates while maximizing their work, educational, and training opportunities.

- The Regina Correctional Centre, which serves the Southern Region, is the largest facility for sentenced and remand male offenders in the province. The centres provide a wide range of institutional services including academic and vocational training, counselling services, work and recreation programs, and medical and dental services. To the fullest extent possible, community resources are used for these purposes. Low security inmates who qualify may be transferred to a community-training residence or to a correctional camp, or they may be released on parole under the authority of the National Parole Board.
- A smaller facility, the Saskatoon Correctional Centre, accommodates sentenced and remand male offenders from the central area of the province. This facility is one of two new centres designed with modern living units which were opened in the province during 1981-82. The other is located at Prince Albert.
- The Prince Albert Correctional Centre, identical in design and concept to the Saskatoon facility, serves male offenders in the Northern area.
- Pine Grove Correctional Centre at Prince Albert is the only correctional facility for female offenders in the province and admits offenders from all regions. Progams within the facility are designed to provide opportunities for inmates to develop normal living skills. A well developed range of community services, including a community training program, is also provided.

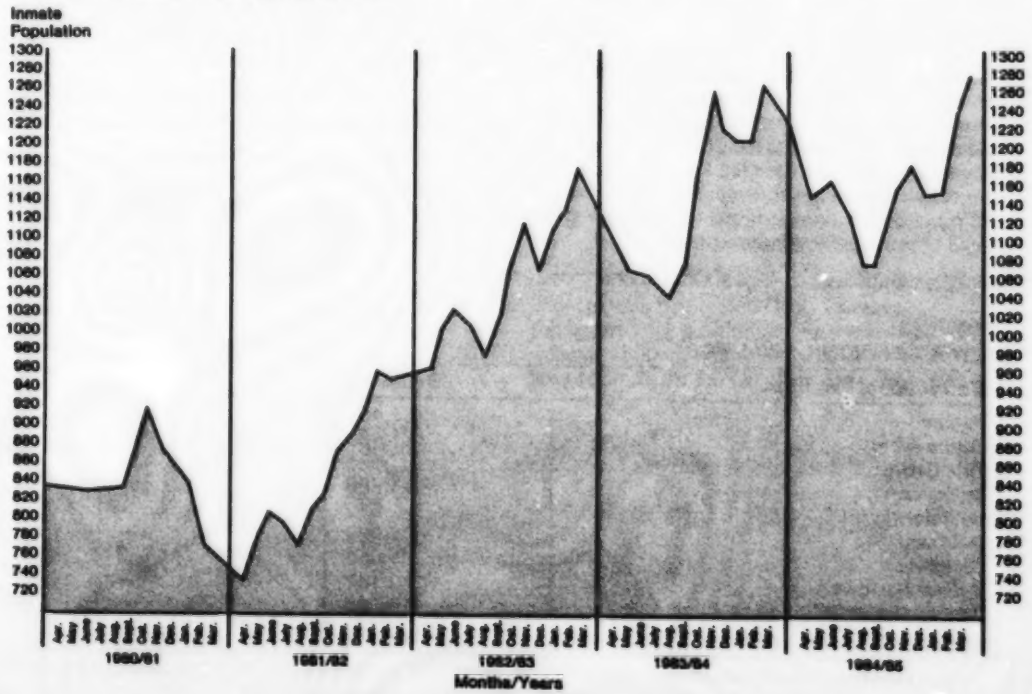
- **Community Correctional Centres**

- The Battlefords Community Correctional Centre provides services to offenders from the Battlefords area serving sentences of less than 12 months. This facility is operated by the Corrections Division in conjunction with a Community Advisory Board which assists in the development of policy and programming. Current emphasis is on the involvement of inmates in numerous community service work projects in the surrounding area.
- Community Correctional Centres administered by the Northern Region are located at Buffalo Narrows and Creighton. These facilities receive non-violent male offenders directly from court or by transfer from Prince Albert Correctional Centre. Inmates at the Buffalo Narrows and Creighton Community Correctional Centres performed 15,735 hours of community service work during 1984/85.

## Figure 3

**Saskatchewan Prison Population**

1980/81 to 1984/85




NOTE: The increase in daily counts is due primarily to an increase in admissions per year and an increase in average sentence lengths.

- **Community-Training Residences**

The Community-Training Residence Program is designed to provide opportunities for selected offenders, both sentenced inmates and probationers, to participate in community activities which will promote responsible social behaviour and work patterns after their release. Such activities include employment, vocational and academic training, and treatment for alcoholism. A total of five community-training residences, two in Regina and one each in Saskatoon, Prince Albert and North Battleford, are maintained as a base for the program for male offenders. Each residence is a large leased family-style home with a capacity for approximately twelve offenders.

Residents pay room and board during the period of participation in the program and are encouraged to become involved in family and social activities which will help them learn to cope with the ordinary demands of society after release. Many participants have a full-time job that they can retain after release.

Female offenders from Pine Grove Correctional Centre participate in the work, vocational training or educational aspects of the Community-Training Program; however, they return daily to the Correctional Centre.

**TABLE 16**
**COMMUNITY-TRAINING RESIDENCE PROGRAM STATISTICS**
**1979/80 to 1984/85**

| | 1980/81 | 1981/82 | 1982/83 | 1983/84 | 1984/85 |
|---|---|---|---|---|---|
| Cases Discharged During the Year | 388 | 420 | 445 | 456 | 512 |
| Total Days on Program | 17,476 | 17,741 | 18,452 | 19,907 | 23,630 |
| Total Earnings and Training Grants | $263,350 | $227,000 | $218,052 | $278,000 | $293,620 |
| Board & Room Paid by Inmates to C.T.R.'s | – | $83,000 | $96,016 | $107,760 | $116,890 |
| Support to Dependents | – | – | – | $30,900 | $43,226 |

- **Correctional Camps**

The province maintains eight correctional camps which operate as satellites to correctional centres in various locations throughout the province. An additional camp, administered by the Northern Region, is located at Besnard Lake. Unlike the satellites, Besnard Lake Correctional Camp is an independent facility that receives admissions directly from court. These facilities, for male inmates, are designed to provide a positive work and living experience for those who require a low level of security. The major work performed involves development and maintenance of public camping sites and recreational areas in the province's provincial parks. Some camps also perform fire fighting duties, forest harvesting operations and community service work. During 1984/85 inmates in camps conducted 237,289 hours of community service work.

Satellite camps for the Regina Correctional Centre are located at Moose Mountain, Echo Valley and Buffalo Pound Provincial Parks. Prince Albert Correctional Centre has satellite camps at White Gull and Meadow Lake Provincial Parks as well as an Urban Camp.

An Urban Camp (officially opened in September, 1983) is located adjacent to the Saskatoon Correctional Centre while a satellite camp for the Centre is situated at Danielson Provincial Park.

At the end of 1984/85, the eight satellite camps and Besnard Lake Camp had a total capacity of 254.

Tables 17, 18 and 19 depict admission and discharge data, age groups, and major offence groups respectively for the correctional facilities that receive direct admissions.

**TABLE 17**
**NEW ADMISSIONS, 1984-85**

| Correctional Facilities | Admissions* | | |
|---|---|---|---|
| | Sentence | Remand | Total |
| Regina | 2,421 | 1,026 | 3,447 |
| Prince Albert | 1,838 | 668 | 2,506 |
| Pine Grove | 586 | 111 | 697 |
| Saskatoon | 1,788 | 1,660 | 3,448 |
| Battlefords | 532 | – | 532 |
| St. Louis | 262 | – | 262 |
| Creighton | 53 | 3 | 56 |
| Buffalo Narrows | 147 | – | 147 |
| Besnard Lake | 85 | – | 85 |
| TOTAL | 7,712 | 3,468 | 11,180 |

* Includes only new admissions during the fiscal year 1984/85. Note that 1,122 transfers between correctional facilities were excluded. (In particular, there were 328 transfers to St. Louis).

**TABLE 18**
**New Sentenced Admissions* by Age Group, 1984-85**

| Correctional Facilities | 16 | 17 | 18-19 | 20-24 | 25-34 | 35-44 | 45+ | Total |
|---|---|---|---|---|---|---|---|---|
| Regina | 63 | 131 | 337 | 766 | 660 | 275 | 189 | 2,421 |
| Prince Albert | 43 | 99 | 276 | 550 | 562 | 210 | 98 | 1,838 |
| Pine Grove | 16 | 37 | 85 | 163 | 210 | 51 | 24 | 586 |
| Saskatoon | 38 | 82 | 227 | 544 | 538 | 220 | 139 | 1,788 |
| Battlefords | 12 | 23 | 83 | 162 | 150 | 63 | 39 | 532 |
| St. Louis | 0 | 7 | 33 | 71 | 69 | 48 | 34 | 262 |
| Creighton | 3 | 6 | 10 | 15 | 12 | 4 | 1 | 53 |
| Buffalo Narrows | 9 | 12 | 23 | 56 | 34 | 10 | 3 | 147 |
| Besnard Lake | 7 | 8 | 21 | 21 | 20 | 6 | 2 | 84 |
| TOTAL | 191 | 405 | 1,097 | 2,348 | 2,255 | 887 | 529 | 7,712 |

* Includes only new admissions during the fiscal year 1984/85. Note that 1,122 transfers between correctional facilities were excluded. (In particular, there were 328 transfers to St. Louis).

**TABLE 19**
**PROVINCIAL CORRECTIONAL FACILITIES**
**New Sentenced Admissions* by Major Offence Group, 1984/85**

| Correctional Facilities | Against Person | Narcotics | Against Property | Drinking/ Driving | Misc. | Provincial Acts | Total |
|---|---|---|---|---|---|---|---|
| Regina | 695 | 89 | 562 | 551 | 96 | 428 | 2,421 |
| Prince Albert | 605 | 21 | 442 | 325 | 100 | 345 | 1,838 |
| Pine Grove | 169 | 10 | 116 | 64 | 138 | 89 | 586 |
| Saskatoon | 552 | 53 | 558 | 326 | 95 | 204 | 1,788 |
| Battlefords | 106 | 7 | 90 | 131 | 34 | 164 | 532 |
| St. Louis | 12 | 0 | 2 | 245 | 1 | 2 | 262 |
| Creighton | 11 | 0 | 26 | 9 | 6 | 1 | 53 |
| Buffalo Narrows | 38 | 3 | 50 | 14 | 15 | 27 | 147 |
| Besnard Lake | 35 | 1 | 34 | 7 | 6 | 2 | 85 |
| TOTAL | 2,223 | 184 | 1,880 | 1,672 | 491 | 1,262 | 7,712 |

* Includes only new admissions during the fiscal year 1984/85. Note that 1,122 transfers between correctional facilities were excluded. (In particular, there were 328 transfers to St. Louis).

## Highlights

- In anticipation of a significant increase in the 1984/85 prison population, the Corrections Division implemented Administrative Early Release Programs that effectively held the 1984/85 prison population to the same level as the previous year. The programs resulted in a cost avoidance of $2 million.
- The Community-Training Residence Program experienced the highest utilization rate in the program's history thereby achieving a ten percent increase in productivity in 1984/85 over 1983/84.
- A formal evaluation of the Restitution Program demonstrated that it has been successful in achieving its goals of increased victim satisfaction and increased use as an alternative to incarceration.
- The Community Service Order Program successfully completed its first year of operation with over 500 offenders ordered to perform 47,000 hours of work for the benefit of the community.

# V Management Services Division

As part of an organizational change implemented by the Department in January, 1985, various central management and program support services were relocated in a new Management Services Division. The objective of this measure was to achieve closer co-ordination, improved efficiency and increased effectiveness in the delivery of support services to senior management and operational components. The new Division is composed of the following Branches — Administrative Services; Personnel and Training; Systems; Policy Planning and Evaluation; and Communications.

## Administrative Services Branch

The Administrative Services Branch provides centralized management support services to the Department. The principal responsibilities of the Branch include financial management, revenue and expenditure accounting, property and procurement, mail and records, space and accommodation, and development of administrative and management policies.

The Branch underwent some changes during 1984/85 which were designed to improve the efficiency and effectiveness of not only the Branch but also the entire Department. Among these were planning for the automation of the revenue and expenditure system, implemented on April 1, 1985, realignment of duties and responsibilities among administrative officers to better distinguish revenue and expenditure functions from budgeting, and enhancements to expenditure forecasting techniques.

Aside from ongoing budget preparation and expenditure processing activities, administrative highlights of the year were:

- receipt of departmental revenues of $34,093,505 against expenditures of $108,070,335;
- creation and development of a departmental Financial Council. Made up of departmental administrative officers, the Council's chief functions are to promote better understanding among members of the government's and the department's financial, managerial, and accounting functions and to identify opportunities and resolve problems within the Department that arise among these functions.
- development and implementation of an annual budget planning process for the Department;
- review and reorganization of the Accounting Unit;
- review of the functions performed by the Property and Procurement Unit;
- review and development of a Departmental file storage policy;
- supervision of court workload measures project and implementation of a manpower reporting system on a pilot basis.

## Human Resources Branch

The Human Resources Branch provides a range of central personnel support services to the Department. It has responsibility for providing human resource services in support of the departmental management's mandated services and program goals.

Providing co-ordinated human resource services entails responsibility for the following functions:

(a) To administer and review personnel policies in accordance with the direction of Executive Management and the Public Service Commission;

(b) To administer and monitor the staffing process ensuring government policies and procedures are followed;

(c) To administer and monitor the classification and salary administration;

(d) To develop and implement staff training programs and policies to enable departmental management to maximize the effectiveness and utilization of departmental human resources;

(e) To administer and review staff relations programs to enable departmental management the ability to deal effectively and efficiently with employee related problems;

(f) To administer a position control and employee records system;

(g) To administer employee benefits;

(h) To administer payroll;

(i) To develop and provide manpower planning to meet ongoing personnel requirements of the department; and

(j) General Administration, specialized consulting, processing of paper and documents, and implementing personnel control functions, all associated with the above.

- **Administrative Highlights**
  - Effective April 1, 1984, personnel, training and payroll services of the Department of Consumer and Commercial Affairs, Legislative Council and Law Clerk, Public and Private Rights Board and Surface Rights Arbitration Board were amalgamated with the Human Resources Branch of the Department of Justice. Effective December 13, 1984, personnel, training and payroll services for the Employment Development Agency were also assigned to the Human Resources Branch, Department of Justice.
  - Effective July 1, 1984, the Department was identified as one of three pilots to assume responsibility for the staffing and classification of non-managerial positions formerly done by the Public Service Commission. The decentralization demanded rigorous review and changes to provide consistency in policy, practice and procedures. The pilot project was reviewed by the Public Service Commission and considered successful.
  - In order to respond to the high demands placed on the Personnel and Training Branch, a structural reorganization of the Branch was undertaken. This involved the establishment of four work units: Personnel Administration, Training, Personnel Data and Payroll. At the same time, administrative responsibility in connection with Commissioners for Oaths and Notary Public appointments were transferred to Court Services.
  - An Early Retirement Progam was offered April 30, 1984 and September 30, 1984 to all employees who were either age 55 and over with years of pensionable service plus age equal to 80 or more, or any age with 35 or more years of pensionable service. A total of 30 employees elected early retirement — 12 in April and 18 in September, 1984.
  - Employees with Scheduled Days Off remaining to their credit in respect to service prior to January 1, 1984, were eligible to receive a pay-out of up to 20 days at any time up to and including January 1, 1985. Forty-three (43) individuals participated in the Scheduled Days Off payout program.
  - A complete management series classification plan was reviewed with out-of-scope staff by Human Resources Branch personnel.

**TABLE 20**
**COMPARATIVE STATISTICS ON STAFFING ACTIONS — HUMAN RESOURCES BRANCH**

| | 1983-84 | 1984-85 |
|---|---|---|
| Permanent Appointments | 151 | 205 |
| Part Time/Temporary Appointments | 329 | 211 |
| Classification Requests | 60 | 55 |

- **Training Highlights**
- The Training Unit again co-ordinated the Corrections Worker Training Program. Under this program trainees receive 16 weeks of formal training prior to their commencement of full duties within a correctional centre. In 1984-85, thirty trainees graduated from the program as compared to thirteen graduates in 1983-84.
- Exlcuding the Corrections Worker Training Program, 4,609 person/days of training involving 347 employees, were provided through internal and contracted resources. Approximately three quarters of this training was provided by Departmental personnel.
- Management and supervisory training was provided to the Department in the following areas:
  - Orientation to Supervision
  - Communication Skills for Supervisors
  - Managing Human Performance
  - Personnel Recruitment and Selection
  - Staff Relations
  - Situational Leadership
  - Executive Development Program
  - Administrative Development Diploma Program

The Branch also provided liaison for Public Service Commission courses and operated textbook and tuition rebate and education leave programs.

- A number of new training thrusts were initiated by the Branch as follows:
- Courses were offered for the first time on Conflict Management, Writing for Results, Time Management and Making Presentations, Selection and Interviewing, and Stress Management.

- A two day Conference in Prince Albert had the theme of Family Violence; 60 participants attended.
- In-house facilitators and selected departmental employees were provided with Facilitator training in Quality Circles, Managing Human Performance and Conflict Management.
- The first Justice calendar of training events was developed, including a training resources/films inventory.
- Career counselling became available to Department of Justice employees.

## Systems Branch

Systems Branch, staffed by a Director, three programmer analysts, a key punch supervisor and eleven key punch operators is responsible for providing support and direction to the department in reviewing, developing, implementing and maintaining automated systems. It also provides central data entry services to branches which have operational computer systems running on Sask Comp computer equipment. Space and accommodation functions previously carried by Branch staff were transferred to Administrative Services Branch in the latter part of 1984-85.

Major initiatives in systems undertaken by the Department during the 1984-85 fiscal year were:

- The development of the Justice Automated Information Network (J.A.I.N.) which is an automated system with a computer terminal network designed to connect all the Provincial Court offices and Prosecutors offices to a central data-base of information about summary and indictable offences as these cases proceed through the court system. The four major components of this new system are to provide case and accused tracking through the court system, automated document preparation, court scheduling, and financial management;
- Automation of the Surrogate Court Registry. This project was undertaken to improve the service to the public through establishing a computerized registry of Letters of Probate which will speed up the processing of Wills by automating the search for duplicate letters of probate; preventing more than one Will from being probated for the same individual and assisting the public in searching for old Wills that have been probated in past years;
- Implementation of a Jury Selection System. This system uses a computer to randomly select names from the Saskatchewan Hospital Services Plan files for potential jury duty.

Major accomplishments for space and accommodations were:

- Relocation of the Yorkton Provincial Court office to new leased space and initiation of the restoration of the Yorkton Court House;
- Relocation of the Saskatoon Provincial Court to new leased space;
- Relocation of the Regina Provincial Court to a new leased facility to consolidate all Provincial Court operations at one location;
- Initial planning for the move of the department central office to a new location which will consolidate all offices at one location.

## Policy, Planning and Evaluation Branch

Policy, Planning & Evaluation Branch is responsible for the provision of central program support services to the Department with special emphasis on criminal justice issues. The personnel complement of the Branch consists of four professional staff (including the Department's librarian), two temporary research officers, and two clerical support staff. Activities within the Branch are focused in the areas of strategic planning, policy analysis, program development and program evaluation. The Branch is also responsible for the administration of the Department's library service and provides consultation on operational issues to Divisional and Branch Heads on an ongoing basis.

During 1984/85, the Branch completed a number of major projects initiated in the previous fiscal year. In addition, several new projects were undertaken. The following activities highlighted the year's operations:

- The Branch continued to be extensively involved in federal-provincial negotiations regarding the implementation and funding of the new **Young Offenders Act** (YOA). Branch staff also assisted in the development of a provincial YOA transition plan. This plan provided for the transfer of jurisdiction for 16 and 17 year old offenders from Justice to the Department of Social Services, effective in April, 1985 as required under the Act.

- A formal evaluation of the provincial Restitution Program, administered by Corrections Division, was carried out. Full scale evaluations of the Community Service Order (CSO) and Managing Human Performance (MHP) programs were also launched in 1984-85.
- A major research project on wife battering was initiated by the Branch with funding assistance from the federal Ministries of Justice and The Solicitor General. The purposes of this project were to determine the scope of wife battering in Saskatchewan as well as the nature and impact of the justice system's responses to the problem. This research is scheduled for completion in 1985/86.
- An integrated Departmental library service, encompassing the existing legal and corrections components and utilizing the services of a professional librarian, was established under the auspices of the Branch.
- Research and discussion papers on a variety of justice issues of significance, including the collection of unpaid fines, standardization of fine default periods and summary offence procedures, were prepared for consideration by senior management.
- Branch staff participated in studies of Indian/ Justice issues jointly sponsored by the Federal and Provincial Governments and the Federation of Saskatchewan Indian Nations (FSIN).
- The Branch continued to be extensively involved in the development and implementation of various components of a formal planning system for the Department. Major projects in this area included the preparation of a strategic planning document, an environmental assessment report, progress reports on special projects and other documentation required for central planning purposes. The Branch also assisted Administrative Services Branch in the enhancement of a Workload & Expenditure Information System implemented in 1983-84.
- Branch staff represented the Department in a number of planning initiatives involving the federal and provincial governments and the private sector. Crime prevention, family violence and services to senior citizens were among the areas involved in these initiatives.

## Communications Branch

The need for a communication function within the Department was identified following the establishment of the new Department of Justice in 1983. The first steps toward the development of this service took place midway through the 1984/85 fiscal year with the establishment of the Director of Communications position.

The purpose of the Branch is to provide the central support resources necessary for the Department to meet its communication objectives. Providing central support entails responsibility for the following activities:

- provide consultation to the Branches and the Department concerning the development and implementation of communication projects;
- review and development of budgets relating to communication initiatives by the Department;
- liaison with all suppliers of communication related services;
- review and approval of all expenditures related to communication initiatives of the Department;
- review and approval of all advertising placement made on behalf of the Department;
- review and approval of all media releases issued by the Department;
- provide primary media contact for the Department;
- development of initiatives which will improve the flow of information between the Department and the various publics it interacts with.

**Major Accomplishments 1984-85**

- major involvement in the development of a media campaign regarding the dangers of drinking and driving;
- part of an interdepartmental committee investigating issue of family violence;
- preparation of the first annual report issued by the Department of Justice;
- crime prevention week and development of provincial crime prevention awards;
- production of a brochure and poster entitled STOP CRIME AT YOUR DOOR designed to provide information to seniors regarding the prevention of crime.